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For consideration for adoption
by the Human Rights Commission
Sub-Committee on Affirmative
Action in Employment

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VE ACTION PROGRAM SUB-COMMITTEE

MINUTES

MEETING OF MAY 18, 1982

t Dickson, Ms. Lynn Dykstra, Mr. Louis Nelson,
Eleanor Yaranon.

hie Gore.

l Norton

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ember Ms. Lynn Dykstra. A motion was moved, seconded, and carried, electing,
s. Dykstra as the Chairperson of the AA Sub-Committee.

s. Dykstra proceeded with the meeting, outlining four areas of concern to the
ommittee.

he areas are as follows:

Fact Finding

A. Copy of Master Agreement between City and FMI.
B. Copy of AA Agreement.
C. Actual dates of AA Agreement in writing.
D. Projected number of jobs for Moscone Center.
E. Actual number of jobs for Moscone Center.
F. Actual positions in Moscone Center, Brooks Hall, and Civic Auditorium.
G. How many employees were transferred from Civil Service to FMI?
H. What transfer procedure was used?
I. How was the Master Agreement awarded; was City's bid process used?
J. Who is handling the AA effort with FMI?
K. Who are the sub-contractors to the prime contractor and how are they chosen?

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For consideration for adoption by the Human Rights Commission Sub-Committee on Affirmative Action in Employment

AFFIRMATIVE ACTION PROGRAM SUB-COMMITTEE

MINUTES

MEETING OF MAY 18, 1982

Committee Members:

Present: Mr. Bart Dickson, Ms. Lynn Dykstra, Mr. Louis Nelson, and Ms. Eleanor Yaranon.

Absent: Ms. Richie Gore.

Staff:

Present: Richard Norton

The meeting of the AA Program Sub-Committee was called to order by Committee member Ms. Lynn Dykstra. A motion was moved, seconded, and carried, electing Ms. Dykstra as the Chairperson of the AA Sub-Committee.

Ms. Dykstra proceeded with the meeting, outlining four areas of concern to the committee.

The areas are as follows:

1. Fact Finding

   A. Copy of Master Agreement between City and FMI.
   B. Copy of AA Agreement.
   C. Actual dates of AA Agreement in writing.
   D. Projected number of jobs for Moscone Center.
   E. Actual number of jobs for Moscone Center.
   F. Actual positions in Moscone Center, Brooks Hall, and Civic Auditorium.
   G. How many employees were transferred from Civil Service to FMI?
   H. What transfer procedure was used?
   I. How was the Master Agreement awarded; was City's bid process used?
   J. Who is handling the AA effort with FMI?
   K. Who are the sub-contractors to the prime contractor and how are they chosen?

2. Current Agreement Compliance

   A. Copies of format for compliance reporting.
   B. Copies of completed forms to date as reported by FMI.
   C. HRC analysis of statistics to date re: employees and MBE and WBE information.
   D. Recruiting efforts to date.

3. Refinement

   A. Recommendations to meet current goals.

4. Recommendations for future Affirmative Action Agreements.

The Committee discussed the possibility of inviting a person from the CAO's office, Convention Facilities Department, and from the San Francisco Convention Facilities to attend a meeting with the Sub-Committee.

It was agreed that Ms. Dykstra would contact Mr. Richard Shaff, Vice President and General Manager of S.F. C.F. and Mr. Jack Lambert of the Convention Facilities Department. Dick Norton would contact the affirmative action officer, Mr. Calvin Hayes, of the CAO's office and invite him to the same meeting, once the meeting has been scheduled.

RN:pa
5/20/82

cc: Ms. Lynn Dykstra, Chairperson, Mr. Bart Dickson, Mr. Louis Nelson, Ms. Richie Gore, and Ms. Eleanor Yaranon, committee members

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